



## Student/Parent Chromebook Agreement 2021-2022

### Chromebook Property

The use of a school issued Chromebook is a privilege and all users with that privilege have no expectation of privacy in email, data on the Google Drive, network communications, Internet use, video recording, and all other technologies available on or through the Chromebook.

Chromebooks remain property of Clintondale Community Schools and all users understand that their use of the Chromebook can and may be strictly monitored electronically or otherwise by School District personnel at any time. Refer to the Clintondale Community Schools Network and Internet Access Agreement that was signed at enrollment by students and parents for student user accounts: <https://www.clintondaleschools.net/wp-content/uploads/student-aup-policy.pdf>

### Lost or Damaged Chromebooks

Lost Chromebooks are the responsibility of the student; loss is not covered by Clintondale Community Schools. Repair and replacement costs must be paid in full by the parent/student per incident.

#### Lost or Missing Chromebook

- Parent/student pays up to \$250 for the replacement cost of a Chromebook

#### Damaged screen

- Parent/student pays up to \$150 for the replacement of a Chromebook screen

#### Lost Charger

- Parent/student pays up to \$40 for a replacement charger. They are available at the school store for purchase.

Chromebooks that are missing, broken, or fail to work properly must be brought to the high school office and a form must be filled out for the damaged or lost Chromebook. Parents will be required to sign the form and pay replacement fees if needed. If a loaner Chromebook is requested, one may be issued to the student until their Chromebook can be repaired or replaced based upon parent and/or principal approval.



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### Chromebook Return

Student Chromebooks and chargers will be collected at the end of the 2019-2020 school year.

Any student who transfers out of Clintondale Community Schools is required to return his or her Chromebook and charger. **If a student fails to return his or her chromebook, the student/parent is responsible to pay for the replacement fees in order to receive a Chromebook for the next school year. The student's high school diploma, transcripts, and report cards will be held until they return their Chromebook or pay replacement fees.**

### General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
- The Chromebook should be shut down when not in use to conserve battery life.
- Never shove Chromebook into a locker or wedge into a book bag; this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded case provided by Clintondale School District is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the backpack or drop the backpack if your Chromebook is inside.

### Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.



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Do not lean on top of the Chromebook.

Do not place anything near the Chromebook that could put pressure on the screen.

Do not place anything in your carrying case that will press against the cover.

Do not poke the screen.

Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks.

Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### Using Your Chromebook

#### At School:

The Chromebook is intended for use at school every day upon teacher approval. Chromebooks must be brought to school each day in a fully charged condition. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

#### At Home:

Students are required to take their Chromebook home each night throughout the school year for charging.

Students should charge their Chromebook each evening. If students leave their Chromebook at home, they will have to work with pencil and paper and transfer work to the Chromebook at home. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.



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### Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may also be instructed to use earbuds or headphones.

### Printing

At school printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

### Managing Your Files and Saving Your Work

Students should save all files and documents to their Clintondale Google Drive. Saving to the Google Drive will allow students access to their files accessible from any computer with internet access logging in with their Clintondale Google email account. Saving to the Google drive also ensures automatic backups provided by Clintondale's Google Console. It is the responsibility of the student to maintain the integrity of their files and keep proper backups if they are not using their Google Drive (such as saving directly on the Chromebook or to a different cloud storage account). Students will be trained on proper file management procedures.

### Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Student name and grade label
- Record of serial number and asset tag
- Clintondale Google email address

**Under no circumstances are students to modify, remove, or destroy identification labels.**

If the Chromebook name identification label or asset tag is removed, they need to request new labels from the high school office. Students are asked NOT to personalize the Chromebook with stickers, ink, or other. Any student violating their Chromebook identification is subject to having their Chromebook revoked.



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### Software on Chromebooks

#### Originally Installed Software:

Chromebook application software is delivered electronically via the Chrome Web Store from Clintondale's Technology Department to the Chromebook application section. Students do not have access to install applications from the Chrome Web Store.

As requested by teachers and administration, the technology department will add software applications for particular courses and/or for mandatory Michigan testing applications such as M-Step and WIDA.

The software process will be automatic with virtually no impact on students. Students may need to restart their Chromebook for immediate use of the applications.

All Chromebooks are supplied with the latest update of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

#### Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

### Restoring the Chrome OS

In the case of a Google Chrome OS failure, Clintondale's Technology Department will restore the device to the factory default state in which the user originally received it. All files saved on the Google Drive and Clintondale email account will remain intact. All other data (music, photos, documents) stored on internal memory that has NOT been synced on Google Drive or email will not be restored.

### Storing Your Chromebook

Students should know where his or her Chromebook is at all times. When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The



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Chromebook should be fully charged each night at the student's home. The Chromebook should never be stored in a vehicle.

### **Storing Chromebook at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

### **Chromebook Left in Unsupervised / Unsecured Areas:**

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car or any other entity that is not securely locked or in which there is no supervision. Students must not loan their Chromebook out to other individuals at any time.

## **Chromebook Undergoing Repair**

If a Chromebook needs repair, a Chromebook damaged form must be filled out at the high school office along with the damaged Chromebook. Screen repairs fees will be required, see page 1.

It is important that students keep their school data synced to the Google Drive Cloud to ensure documents and class projects will not be lost. Personal data that cannot be replaced should be kept at home on an external storage device.

## **Chromebook Technical Support**

Students need to report any technical issues with their Chromebook to the Clintondale High School office and fill out a technical maintenance form. The high school secretary will report the issue to Clintondale's Technology Department for the services of the following types of technical related issues including:

Password Identification, user account support, coordination of warranty repair, hardware maintenance and repair, operating system or software configuration support, restoring Chromebook to factory default, and system software update.



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**Student/Parent Chromebook Use Agreement**

1. I/We student and parent read and discussed the Student/Parent Chromebook Use Agreement 2021-2022, pages 1-7: Found on [www.clintondaleschools.net](http://www.clintondaleschools.net), click on Departments, then on Technology.
2. I/We student and parent understand that we are financially responsible for damage to or loss of the Chromebook. (p. 1) Replacement Chromebooks=\$250, Replacement Screens=\$150, and Replacement Chargers=\$40
3. I/We student and parent understand that the student Chromebook remains the property of Clintondale Community Schools. (p.1)
4. I/We student and parent will follow the Clintondale Community Schools Network and Internet Access Agreement while using the Chromebook. (p 1.)  
Which can be found in the same place as mentioned in step 1

**Student Responsibilities**

5. I will bring my Chromebook to school fully charged everyday. (p. 3)
6. I will not remove my Chromebook name label or asset tag and I will not place decorations (such as stickers, markers, etc.) on my Chromebook. (p. 4)
7. I will never loan my Chromebook to other individuals. (p. 6)
8. I will follow the general precautions to protect my Chromebook such as keep food, beverages, and direct sunlight away from my Chromebook. (p. 2)
9. I will handle my Chromebook with care, keeping the screen protected in my backpack or other padded case provided by Clintondale Community Schools. (p. 2)
10. I will use my Chromebook in ways that are educational and appropriate upon my teachers and parents' approval. (p. 3)

**I agree to the Student/Parent Chromebook Use Agreement**

**Student Name** (Please Print): \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name** (Please Print): \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_